


**COMMONWEALTH OF VIRGINIA**  
**Department of Environmental Quality**

---

**Subject:** Revision No. 2 to Civil Enforcement Manual – Chapter 2  
General Enforcement Procedures

**To:** Regional Enforcement Managers and Specialists, Regional Compliance Auditors,  
Central Office Enforcement Managers (electronic distribution)

**From:** Melanie D. Davenport, Director   
Division of Enforcement

**Date:** April 21, 2011

**Copies:** Richard F. Weeks, James J. Golden, Regional Directors, Division Directors,  
Central Office Compliance Managers, Angela Jenkins, Jeff Reynolds, Cindy  
Berndt (electronic distribution)

---

**Summary:**

This guidance updates Chapter 2 of the DEQ Civil Enforcement Manual and supersedes the guidance documents identified in footnote number 1 of the chapter. Chapter 2 provides guidance on the procedures that DEQ staff use to address issues and alleged violations of enforceable environmental requirements,<sup>1</sup> including: (1) notifying responsible parties (RPs); (2) referring cases for enforcement action and deciding on a plan for the case; (3)-(4) resolving enforcement cases with and without RP consent; (5) special procedures for underground storage tanks and for sanitary sewer overflows; (6) monitoring enforcement orders and agreements; and (7) closing enforcement cases. The attachments to Chapter 2 are separated into Chapter 2A.

**Electronic Copy:**

An electronic copy of this guidance is available on the Department's website at:  
<http://www.deq.virginia.gov/Programs/Enforcement/LawsRegulationsGuidance.aspx>.

**Contact Information:**

Please contact John E. Ely, Esq. at (804)698-4249 or [John.Ely@deq.virginia.gov](mailto:John.Ely@deq.virginia.gov) with any questions regarding the application of this guidance.

**Disclaimer:**

This disclaimer is in footnote no. 1 of the text of Chapter 2.

---

<sup>1</sup> "Enforceable environmental requirements" mean the statutes, regulations, case decisions (including but not limited to permits and orders), decrees, or certifications that are enforceable by one of the three citizens' boards (State Air Pollution Control Board, State Water Control Board, or Virginia Waste Management Board) or by DEQ.